

COUNTY LICENSING EXAMS PREPARATION AND STUDY

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IMPORTANCE OF LICENSING

- Required by the Food and Agricultural and Business and Professions Codes
- Ensures county agricultural and weights and measures staffs are well qualified
- Maintains statewide consistency in candidate qualification

EXAM STAGES

- Multiple-choice questions
- Written essay questions (deputies only)
- Oral Interview

ORAL EXAMS

WHAT TO EXPECT

- Receptionist duties
- Preparation time
- The Panel
- The Interview

QUESTION TYPES

- Presentations
- Rote Knowledge
- Scenario
- Cold Questions

ORAL INTERVIEW DO'S...

- Be prompt
- Relax
- Read, re-read and understand the question
- Use time wisely
- Put on the proper “hat”
- Be confident
- Take cues from the panel
- Give it your best shot

ORAL INTERVIEW DON'TS...

- Ramble
- Apologize
- Complain or Make Excuses
- Add Extraneous Information

PREPARATION...

SO MANY TOPICS, SO LITTLE TIME

- Career Development vs cramming
- Get out of your comfort zone
- Stay current
- Get the big picture
- Know the “Why?”

SUGGESTED AREAS OF STUDY

Note: These are suggested study topics only. Questions on other subject areas, as detailed in exam bulletins, may be included in the exam.

GENERAL STUDY AREAS COMMISSIONER AND SEALER

- Commissioner/Sealer/Deputy areas of responsibility
- Mission statement and organization of CDFA and DPR
- State and county roles and relationships
- CACASA committees and general roles
- Current events, news releases, bulletins, etc.
- Legislative bill process
- Rulemaking process
- How CEQA and NEPA affect agricultural programs

MORE GENERAL AREAS COMMISSIONER AND SEALER

- County program areas of responsibilities and authorities
- Funding sources and contractual processes
- Cooperative roles in public outreach and responding to media inquiries
- Ethical conduct, conflict resolution, and political acumen
- County role in administrative penalty actions

DEPT. OF PESTICIDE REGULATION COMMISSIONER

- Pesticide registration process
- Reevaluation of pesticide products
- Assessing pesticide risk to human health
- Assuring safe pesticide use
- Partnership with Structural Pest Control Board
- Residue monitoring
- Protecting workers and the public
- Pesticide use reporting
- Protecting the environment
- Reducing the risk of managing pests
- Addressing public concerns about pesticides
- Funding and accountability

DEPARTMENT OF AGRICULTURE COMMISSIONER

- Unclaimed Gas Tax disbursement
- Components of California's Pest Prevention System
- County role in responding to new pest infestations and eradication projects
- County role in State/County /Federal cooperative pest survey, eradication, and control programs
- County role is organics and direct marketing enforcement programs
- Commissioner role in collecting crop data and responding to disasters.

DEPARTMENT OF AGRICULTURE SEALER

- Developing regulation proposals for adoption by the NCWM
- DMS policy and procedural guidelines
- Relationship between County Sealers and DMS
- NIST and NCWM Functions/Purpose
- County role in cooperative weights and measures programs
- Principles of operating weights and measures programs

ON-LINE RESOURCES

- www.cacasa.org
- www.cdpr.ca.gov
- www.cdfa.ca.gov
- www.nist.gov/pml/wmd/index.cfm
- www.ncwm.net/
- www.leginfo.ca.gov/
- www.oal.ca.gov
- Search engines by topic

OTHER RESOURCES

- CASAP
- Study groups
- Get out there
- Program manuals
- Supervisors and co-workers

AFTER THE EXAM

- Results and licensing timelines
- Feedback
- Appeal process